Count	Labor Category	Description
1	Program Manager	Minimum/General Experience: Must have more than twelve years' experience, of which at least five years must be supervisory experience. Must have the ability to manage and ensure the successful completion of multiple technical and functional tasks in assigned program(s). Must have the ability to recruit, hire, manage, supervise, train, schedule, coordinate, and evaluate staff as assigned.
		Functional Responsibility: Responsible for managing very complex and/or high risk programs, and shall not serve in any other capacity. Directs daily staff and task activities to meet management and corporate work objectives. Supervises assigned technical, functional and administrative staff, including subordinate managers. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits. Serves as a liaison with management to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractor activities.
2	Project Manager - Intermediate	Minimum/General Experience: Must have seven years of general experience including five years of specialized experience of which two were direct supervisory experience.
		Functional Responsibility: Responsible for managing very complex and/or high risk programs, and shall not serve in any other capacity. Directs daily staff and task activities to meet management and corporate work objectives. Supervises assigned technical, functional and administrative staff, including subordinate managers. Assures quality of task products, services, and deliverables, including participating in reviews, audits, and site visits. Serves as a liaison with management to coordinate activities, negotiate tasks, and solve problems. Responsible for coordinating and monitoring subcontractor activities.
3	Project Manager - Senior	Minimum/General Experience: Must have at least ten years' experience of which at least six years must be specialized. Specialized experience includes: complete project development from inception to deployment, demonstrated ability to provide guidance and direction in statements of work, proven expertise in the management and control of funds and resources, demonstrated capability in managing multi-task efforts of this type and complexity. General experience includes increasing responsibilities in project direction and management.
		Functional Responsibility: Serves as the project manager and shall be the authorized interface with the Government Contracting Officer, the Contracting Officer's Representative, government management personnel and customer agency representatives. Responsible for formulating and enforcing work standards, assigning schedules, reviewing work discrepancies, supervising contractor personnel and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity. Ability to manage and ensure the successful completion of multiple tasks in assigned project(s).
4	Functional Specialist - Junior	Minimum/General Experience: Must have a minimum of five years experience, of which at least three years must be specialized. Specialized experience includes but is not limited to: acquisition, financial, material, supply chain, personnel, data and other management areas. Must demonstrate ability to work independently or only under general direction.
		Functional Responsibility: Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task.
5	Functional Specialist - Intermediate	Minimum/General Experience: Must have a minimum of seven years experience, of which at least six years must be specialized. Specialized experience includes but is not limited to: acquisition, financial, material, supply chain, personnel, data and other management areas. Requires knowledge of the principles, methods, techniques, work processes, and applicable regulations in subject matter area(s).
		Functional Responsibility: Analyzes user needs to determine functional requirements. Performs functional allocation to identify required tasks and their interrelationships. Identifies resources required for each task. May provide daily supervision and direction to support staff.

6	Functional Specialist - Senior	Minimum/General Experience: Must have a minimum of eight years experience, of which at least sex years must be specialized. Specialized experience includes but is not limited to: acquisition, financial, material, supply chain, personnel, data and other management areas. Requires advanced knowledge of the principles, methods, techniques, work processes, and applicable regulations in subject matter area(s).
		Functional Responsibility: Analyzes user needs and performs research and functional analysis on a variety of projects at a highly functional level; may have supervisory responsibility; serves as a functional advisor to clients in assigned subject matter areas, recommends functional changes, and identifies areas for further investigation; generates recommendations in the form if briefings, reports, and other major documents provided to senior level personnel; may serve as team or task lead.
7	Technical Specialist - Junior	Minimum/General Experience: Experience qualifications will be determined on a case-by-case basis. Generally, this requires twelve years of general experience in a technical environment, including ten years of specialized experience providing state-of-the-art solutions in technology (or, if the particular are of expertise is now state-of-the-art technology, the specialized experience may be less than four years and more consistent with the age of the technology).
		Functional Responsibility: Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art technologies. Coordinates with contractor management and Government personnel to ensure the problem has been properly defined and that the solution will satisfy the Government's requirement.
8	Technical Specialist - Intermediate	Minimum/General Experience: Experience qualifications will be determined on a case-by-case basis. Generally, this requires eight years of general experience in a technical environment, including six years of specialized experience providing state-of-the-art solutions in technology (or, if the particular are of expertise is now state-of-the-art technology, the specialized experience may be less than four years and more consistent with the age of the technology). Recognized expert in the technology being addressed.
		Functional Responsibility: Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art technologies. Coordinates with contractor management and Government personnel to ensure the problem has been properly defined and that the solution will satisfy the Government's requirement.
9	Technical Specialist - Senior	Minimum/General Experience: Experience qualifications will be determined on a case-by-case basis. Generally, this requires six years of general experience in a technical environment, including four years of specialized experience providing state-of-the-art solutions in technology (or, if the particular are of expertise is now state-of-the-art technology, the specialized experience may be less than four years and more consistent with the age of the technology). Performs highly specialized and technical tasks associated with the most current and cutting-edge technologies. May serve as a technical consultant to a project or a number of projects dealing with area of technical expertise. Generally recognized as a leader in the industry in their area of expertise, sought out by others in their area of expertise for guidance and advice.
		Functional Responsibility: Provide expert, independent services and leadership in specialized technical areas. Provides expertise on an as-needed basis to all task assignments. Provides expert advice and assistance in state-of-the-art technologies. Coordinates with contractor management and Government personnel to ensure the problem has been properly defined and that the solution will satisfy the Government's requirement.
10	Business Systems Analyst - Junior	Minimum/General Experience: Must have a minimum of five years' experience, of which at least two years must be specialized in business systems development, functional and data requirements analysis, systems analysis and design, programming, program design and document preparation. The following experience is also required; two years' experience in the implementation of business system projects and experience in systems analysis. Two years business/functional experience is desirable, to support modeling activities. Must demonstrate the ability to work independently or under only general direction.

		Functional Responsibility: Applies a business-wide set of disciplines for the planning, analysis, design and construction of business systems on an enterprise-wide basis or across a major sector of the business. Performs business strategic systems planning, information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies reverse engineering and reengineering disciplines to develop migration strategic and planning documents. Provides technical guidance in software engineering techniques and automated support tools.
11	Business Systems Analyst - Intermediate	Minimum/General Experience: Must have a minimum of eight years' experience, of which at least five years must be specialized in business systems development, functional and data requirements analysis, systems analysis and design, programming, program design and document preparation. The following experience is also required; two years' experience in the implementation of business system projects and experience in systems analysis. Three to five years business/functional experience is desirable, to support modeling activities. Must demonstrate the ability to work independently or under only general direction.
		Functional Responsibility: Applies a business process improvement practices to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for business systems procedures. Develops and applies organization-wide business and information models for use in designing and building integrated, shared software and database management systems. Construct sound, logical business improvement opportunities with best practices guiding principles, cost savings, and open system architecture objectives. May provide daily supervision and direction to staff.
12	Business Systems Analyst - Senior	Minimum/General Experience: Must have a minimum of ten years' experience, of which at least five years must be specialized in business systems development, functional and data requirements analysis, systems analysis and design, programming, program design and document preparation. A minimum of five years' experience in managing the implementation of business system projects and experience in systems analysis, design and programming using automated tools and methods. Proven managerial and supervisory skills. Demonstrated exceptional written and oral communications skills, including giving formal presentations to different audiences. May serve as a consultant on a number of projects dealing with area of expertise.
		Functional Responsibility: Applies an enterprise-wide set of disciplines for the planning, analysis, design, configuration, and construction of business systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Performs enterprise-wide strategic systems planning, business information planning, business and analysis. Performs process and data modeling in support of the planning and analysis efforts using both manual and automated tools. Applies reverse engineering and reengineering to develop migration strategic and planning documents. Provides guidance in software engineering techniques and automated support tools.
13	System Engineer - Junior	Minimum/General Experience: Must have three years' experience of which at least one year must be specialized. Specialized experience includes: analytically solving workflows, organization and/or planning problems. General experience includes increasing responsibilities in systems engineering.
		Functional Responsibility: Designs software tools and subsystems to support software reuse and domain analysis. Interprets software requirements and design specifications to code, and integrates and tests software components.
14	System Engineer - Intermediate	Minimum/General Experience: Must have six years' experience, of which at least three must be specialized. Specialized experience includes: supervision of system engineers, and demonstrated use of interactive, interpretative systems with on-line, real-time acquisition capabilities. General experience includes increasing responsibilities in system engineering.

		Functional Responsibility: Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data, flow diagrams, other accepted design techniques and CASE tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time and improving current techniques. Supervises software configuration.
15	System Engineer - Senior	Minimum/General Experience: Must have eight or more years' experience in all phases of systems engineering. Also requires advanced knowledge of the principles, methods, and techniques used in all phases of engineering, application, and development of multiple operating systems; knowledge of or certification in specific applications or processes may be required, depending on job assignment.
		Functional Responsibility: Participates in all phases of computer operating/hardware systems engineering, including design, analysis, and modeling at a highly technical level; analyzes complex computer software/hardware requirements to provide integration and implementation support; performs operating/hardware systems engineering, including full life cycle design and development, analyzes and documents users' functional and data requirements; develops site survey instruments to gather detailed user requirements and business process analysis data; conducts functional user interviews to document functional, system, customization, and data requirements and data sources; formulates system concepts and architecture; specifies requirements, and develops implementation approaches; determines data requirements for internal processes and external interfaces; develops new systems or tailors products to meet user requirements; directs and coordinates all activities necessary to complete a major engineering project or several small projects to specification and on schedule; may serve as a task or project lead, exercising leadership in either a technical role training other engineers and implementing and enforcing established standards and technologies, or in a project coordination role leading tasks and assuming responsibility for the design, development, test, and delivery of a software system or application.
16	Senior Consultant	Minimum/General Experience: Requires at least ten years' experience, of which at least six years must be specialized. Specialized experience includes developing functional requirements for complex integrated systems. Requires advanced technical or functional knowledge of the principles, methods, techniques, work processes, and applicable regulations in assigned subject matter(s).
		Functional Responsibility: Analyzes user needs and performs research and technical/functional analysis on a variety of projects at a highly functional level; may have supervisory responsibility; serves as a technical/functional advisor to clients in assigned subject matter areas; recommends technical/functional changes, and identifies areas for further investigation; generates recommendations in the form of technical/functional briefings, reports, and other major documents provided to senior level government personnel; serves as primary liaison and co-ordinates with subcontractors, government personnel and other technical/functional experts; serves as technical/functional team or task lead.
17	Administrative Assistant - Junior	Minimum/General Experience: Demonstrated administrative and organizational skills. Also requires knowledge of word processing, spreadsheet, and/or other pertinent software applications.
		Functional Responsibility: Provides analytical support for the day-to-day operations as well as long range appraisal and decision processes; acquires, maintains, retrieves and analyzes technical and financial data using various database programs; interprets, integrates and disseminates large volumes of technical data; assists in generating, processing and monitoring requirements for activities and documents; coordinates and schedules meetings for management; assists with the preparation of status reports of task accomplishments, financial data, and staffing reports.
18	Administrative Assistant - Intermediate	Minimum General Experience: Requires at least five years' related administrative experience. Demonstrated administrative and organizational skills. Also requires knowledge of word processing, spreadsheet, and/r other pertinent software applications.

		Functional Responsibility: Provides program analytical support for day-to-day operations as well as long range appraisal and decision processes; acquires, maintains, retrieves and analyzes technical and financial data using various database programs; applies knowledge and experience to identify and meet current and future requirements; interprets, integrates and disseminates large volumes of technical data; generated, processes, monitors requirements for activities and documents; coordinates and schedules meetings for customers and management; prepares regular status reports of task accomplishments, financial data, and staffing reports; coordinates the preparation of presentation materials and documents.
19	Administrative Assistant - Senior	Minimum General Experience: Requires at least seven years' related administrative experience. Demonstrated administrative and organizational skills. Also requires knowledge of word processing, spreadsheet, and/r other pertinent software applications.
		Functional Responsibility: Provides program analytical support for day-to-day operations as well as long range appraisal and decision processes; acquires, maintains, retrieves and analyzes technical and financial data using various database programs; applies knowledge and experience to identify and meet current and future requirements; interprets, integrates and disseminates large volumes of technical data; generated, processes, monitors requirements for activities and documents; acts as liaison between the customer and management; coordinates and schedules meetings for customers and management; prepares regular status reports of task accomplishments, financial data, and staffing reports; prepares presentation materials and documents; may provide work leadership to lower level specialists.
20	Training Developer - Junior	Minimum/General Experience: Requires no experience or up to three years' directly related experience. Must have knowledge of the principles, methods, and techniques used in design and development of computer-based training programs as well as relevant hardware/software and computer equipment as required.
		Functional Responsibility: Administers computer-based training; maintains record of training activities; monitors effectiveness of the programs; provides documentation for software training; presents training programs to users; assists in the design of program flowcharts.
21	Training Developer - Intermediate	Minimum/General Experience: Requires at least three years' directly related experience in the design and development of training programs. Also requires knowledge of principles, methods, and techniques used in design and development of computer-based training programs as well as relevant hardware/software and computer equipment as required. Must be able to present training programs to users and serve as a technical team lead.
		Functional Responsibility: Designs training objectives; develops computer-based training programs for assigned software; designs courseware and structures training classes; creates lesson text; provides documentation for software training; designs program authoring systems; creates final version of training programs; presents training programs to users; designs program flowcharts; may serve as a team lead.
22	Training Developer - Senior	Minimum/General Experience: Requires at least seven years' directly related experience in the design, development, testing and implementation of computer-based training programs. Also requires thorough knowledge of the principles, methods, techniques used in design, development, testing, and implementation of computer-based training programs; knowledge of relevant hardware/software and computer equipment as required. Must be able to present training programs and evaluate effectiveness of training and serve as a team or task lead.
		Functional Responsibility: Defines training requirements and analyzes system software changes; develops computer-based training objectives and methodologies; coordinates with subject matter experts to design training strategy; designs courseware, including structuring training classes; creates lesson text; provides documentation for software training; tests training programs and edits for effectiveness; creates final version; designs program authoring systems; presents training programs to users, validates and evaluates training effectiveness; designs program flowcharts; may develop multimedia training as required; conducts research into new training, educational, and multimedia technologies, may serve as a team or task lead.
23	Web Developer - Junior	Minimum/General Experience: Requires at least two years' experience in Web design. Also requires knowledge of the principles, methods, and techniques used in Web design.

		Functional Responsibility: Designs and builds Web pages using a variety of graphics software applications, techniques, and tools; designs and develops user-interface features, site animation, and special-effects elements; designs the Website to support the customer's strategies and goals relative to internal and external communications; contributes to the Web design group's efforts to specify, improve, and implement the look, feel, and function of online projects; interfaces directly with customers, users, graphic artists, and Web software developers.
24	Web Developer - Intermediate	Minimum/General Experience: Requires at least four years' experience in software development, installation, and modification in an online environment.
		Functional Responsibility: Provides application development and technical support for internal and external Webs; develops Web pages and applications for customers; collaborates with graphic artists to develop Web page graphic that support interactive, marketing-focused content; provides technical consultation in new systems development, new package evaluations and enhancements of existing systems; prepares functional specifications from which programs will be written, then designs, codes, tests, debugs, and documents programs; participates in the technical design, development, testing, implementation and maintenance of web site enhancements; plans, schedules and conducts systems tests, monitors test results, and takes appropriate corrective action; may prepare technical user guides.
25	Web Developer - Senior	Minimum/General Experience: Requires at least eight years' experience of which at least two years must include technical leadership experience and at least four years' experience in software development, installation, and modification in an online environment.
		Functional Responsibility: Designs and develops well-integrated and cost-effective solutions for internal and external Webs; works closely with client project managers and technical leaders to understand customers' business objectives and systems requirements; designs and develops Web infrastructures; designs and implements an intranet strategy for authorization of users to access controlled components; designs relational databases to perform well logically and physically for decision support; coordinates enhancements and maintenance of Web systems and sites; provides recommendations for server operating systems, hardware requirements and encryption standards for communications to and from secure servers; provides technical advice and expertise to Webmasters and Web developers in the installation, acceptance testing, and evaluation of newly released and beta software; may serve as a functional/technical team or task lead.
26	Public Affairs Officer	Minimum/General Experience: Requires a five years' experience in Journalism, Communications, Public Information, or a related field and a minimum of four years supervisory and professional experience in administering or directing a public information or community relations program.
		Functional Responsibility: Plans, implements and administers public information/education highlighting a variety of activities and services available to the public through a variety of communications media and community resources; coordinates the development and administration of Internet and Intranet web sites; coordinates the development and distribution of newsletters and pamphlets; plans and directs the work of support staff assisting in public information efforts. Professionals in this position lead multi-media informational programs, marketing activities and special projects.